L 465 - Changing a Term or Deleting a Demographic Group Authority Record

BACKGROUND: In most cases, a demographic group term is changed from one form to another by changing the data in the 150 field of the authority record, rather than by deleting the existing authority record and creating a new one. The term in its new form retains the same authority record control number (010 field) that was originally assigned to the old term, and the old term becomes a becomes 450 field (UF "used for" reference) in the authority record, coded to indicate that it is the earlier form of the current authorized term. If the authorized term appears as a broader term in other demographic group records, or if it has been used as an example in a scope note, it is changed in those records as well.

If a single authorized term is "split" into two or more new authorized terms, however, the original authority record is deprecated, and new authority records are created for the new terms using new record control numbers. Authority records are also deleted in cases where duplication of records occurs.

This instruction sheet describes the procedures to follow to change a demographic group term from one form to another or to delete a demographic group authority record. These procedures are presented in terms applicable to the ClassWeb Proposal System.

1. Changing a demographic group term to a new form

a. Retrieving the term in the Subject Heading Proposal System. In order to change a demographic group term to a new form, retrieve the term in the ClassWeb Proposal System. Click on the icon to the right of the term in the browse display, and in the dropdown menu click **Propose a change to this record**.

b. Adjusting the 150 field. Change the term in the 150 field to the desired form.

c. References. Review the 450 and 550 fields to determine whether they conform to current policies for making references in these instruction sheets:

- L 410 - Broader and Narrower Term References
- L 415 - Related Term References
- L 420 - "Used for" References

If any field is incorrect or inappropriate, change it or delete it as necessary. Add any additional 450 or 550 fields that may be required.

Except as stated below, add a 450 field containing the old form of the term. Identify it as the earlier form of the term by adding to the field a $w control subfield containing the data **nne**. Place the

control subfield before the $a subfield. The $w subfield generates the notation **[Former heading]** on the tentative list and in *Library of Congress Demographic Group Terms*. Omit this special 450 field under the following circumstances.

- When the old form of the term "normalizes" to the same string of characters as the new form, that is, when the old form is identical in all respects to the new form except for capitalization, diacritics, hyphens, etc. (Note, however, that when a hyphen is removed from a term and the hyphenated words are changed to a *single word*, the 450 from the old form should be made.)
- When the only change being made is the correction of a typographical error in the old form of the term.

d. Authority research information. Use 670, 675, and 952 fields to provide source citations, LC patterns, etc., applicable to the new form of the term, following the guidelines in L 440 - Authority Research and Citations for LCDGT Proposals.

e. Other fields. Add or edit any other fields as necessary, such as the 680 and 681 fields. Follow the procedures described in L 455 - Submitting New LCDGT Proposals.

f. Bibliographic file maintenance. Indicate the total number of bibliographic records that will need to be updated as a result of the proposed change by adding a 952 field formatted as in the following example:

```
952 ## $a Bib. records to be changed: 75
```

If this field is already present in the record, edit it to reflect the number of bibliographic records being submitted with the current proposal. Do not add a second field of this type.

g. Saving and viewing the record. Save the proposed revision to the Subject Heading Proposal System by clicking **Save**. The proposed revision is now searchable within the system. Click the **Refresh** button on the browse display. The text of the term is displayed in orange-brown, indicating that it is a proposed revision and not yet approved.

h. Changing the term in 550 fields in other records. Locate all authority records in which the term being changed has been used as a broader or related term; that is, those terms that are printed as NTs or RTs in *Library of Congress Demographic Group Terms* under the term being changed.

Retrieve each authority record in the Subject Heading Proposal System as described in sec. 1, above. In each record, change the data in the 550 field from the old form of the term to the new form, or delete the field if the reference is no longer valid under current guidelines (see L 410 - Broader and Narrower Term References and L 415 - Related Term References). Follow the procedures described in L 460 - Changing References in Demographic Group Term Authority Records.

Note: If other obvious errors are present in any of these records, such as incorrect 450 or 550 fields, etc., correct those errors at the same time, insofar as it can be done within a reasonable length of time and without doing extensive research.

i. Changing the term where used as an example in other records. If the term being changed has been used as an example in a 680 field (scope note) in another record, there is a 681 field in the record reading *Example under [. . .]* or *Note under [. . .]*. If this field is present, revise those records as well.

j. Submitting the proposal. When a proposal is ready to be evaluated by the LCDGT Advisory Group, send an email to <u>lcdgt@loc.gov</u>. Include "Proposal" in the subject line, and provide the LCCN and/or 150 field for each proposal.

2. Deleting an authority record.

a. When to delete. Normally, a demographic group authority record may be deleted only if either: (a) the term is already represented by another demographic group record; or (b) an existing term is being split into two or more new terms. If either of these conditions is met, submit a proposal to delete the record, as follows.

b. Retrieving the term in the Subject Heading Proposal System. In order to propose that a term be deleted, retrieve the term in the Subject Heading Proposal System. Click on the icon to the right of the term in the browse display, and in the dropdown menu click **Propose cancelling this heading**.

c. Explanation of the cancellation. Add a 682 field to the record to explain why the record is being deleted. Use one of the notes from the list that follows. If none of these explanations is appropriate for the case in hand, compose an original note that provides a clear explanation of why the record is being deleted. The LCDGT staff will edit the note as necessary to standardize the wording.

```
682 ## $i This authority record has been deleted because the
demographic group term is covered by the demographic group term $a
_____ $0 (DLC)dgXXXXXXXXXX

682 ## $i This authority record has been deleted because the
demographic group term is covered by the demographic group terms $a
_____ $0 (DLC)dgXXXXXXXXXX $i and $a _____ $0
(DLC)dgXXXXXXXXXX

682 ## $i This authority record has been deleted because the
demographic group term is covered by an identical demographic group
term $0 (DLC)dgXXXXXXXXXX
```

d. Saving and viewing the record. Save the revised record to the Subject Heading Proposal System by clicking **Save**. The proposed deletion is now searchable within the system. Click the **Refresh** button on the browse display. The text of the term is displayed in orange-brown, indicating that it is a proposed deletion and not yet approved.

e. Submitting the proposal. When a proposal is ready to be evaluated by the LCDGT Advisory Group, send an email to lcdgt@loc.gov. Include "Proposal" in the subject line, and provide the LCCN and/or 150 field for each proposal.